

**Temporary Part Rules in Effect Until Further Notice**

**All part rules that do not conflict with those set forth below remain in effect.**

1. Unless specifically directed otherwise, **there are no in-person appearances in Part 54.**
2. All oral arguments scheduled between March 17, 2020 and April 8, 2020 have already been either (1) adjourned to a future date; (2) canceled and the motion will be decided on the papers; or (3) calendared for a control date at which time the court will provide the parties with further instructions. The parties should have already been emailed about the status of their motion but may email Mr. Rand (mrand@nycourts.gov) if they have any questions. Cases with oral arguments scheduled after April 8, 2020 should email Mr. Rand **two weeks prior to the scheduled argument date** to request guidance on whether the argument will proceed and/or to request an adjournment.
3. The parties should assume, for now, that all trials, hearings, and pre-trial conferences scheduled for dates after May 18, 2020 will proceed as scheduled. If the parties wish to seek an adjournment of those proceedings, they should meet and confer and then email their request to Mr. Rand, and he will notify the parties of how to proceed.
4. All in-person conferences between March 17, 2020 and May 18, 2020 are rescheduled to a telephone conference with the assigned law clerk at the same time as the originally scheduled conference. Counsel shall email the assigned law clerk a dial-in number 30 minutes before the call. Mr. Rand should be emailed if the parties are not sure which law clerk is assigned to their case. **All adjournment requests should be emailed to the assigned law clerk.** Cases with in-person conferences after May 18, 2020 shall email the assigned law clerk **two weeks in advance of the scheduled conference** to request guidance on if/how the conference will proceed and/or to request an adjournment.
5. **Regarding unscheduled calls: NO ATTORNEY SHALL CALL CHAMBERS, THE LAW CLERKS OR THE PART CLERK DIRECTLY.** Instead, prior to calling, counsel shall email the assigned law clerk (or Mr. Rand if no law clerk has been assigned), copying all counsel,

and briefly explain the need for the call and request direction about how to proceed. The law clerk will provide you with direction about how to proceed and may schedule a call and direct counsel to provide a dial-in number. Absent emergency, no such email shall be sent prior to meeting and conferring with opposing counsel. Counsel may email the law clerks at any time of day but should not expect a response outside of normal business hours.

6. The movant on a motion returnable in Room 130 shall, within 2 days of that motion's submission, email Mr. Rand, copying all counsel, stating that the motion was fully submitted and await instruction on how to proceed. In most cases, you will be notified that the motion will be either (1) decided on the papers; (2) scheduled for an oral argument on a date no sooner than in May 2020; or (3) scheduled for a control date and the court will notify the parties with further directions. **The court is suspending its normal hard copy requirements and will rely on the e-filed papers, so there is no need to provide hard copies to Room 130 on the return date.** The court will notify the parties on a future date if hard copies are required.
7. The movant on an order to show cause (OSC), regardless of whether a TRO is sought, shall email the papers to Mr. Rand immediately after they are e-filed and await instructions as to how to proceed. **The email shall include a Microsoft Word version of the OSC.** All OSCs seeking a TRO must comply with this part's usual notice rules. Mr. Rand will notify you whether an in-person appearance on the TRO is necessary and the deadline to submit an opposition letter.
8. Counsel are reminded that all documents requiring the court's attention, including stipulations to be so-ordered, must be emailed to the assigned law clerk after they are e-filed. **The email shall include a Microsoft Word version of the stipulation or proposed order.**
9. **All requests for any adjournments or discovery deadline extensions shall be made by email and only after the parties have met and conferred.**